

NEVADA PARALEGAL ASSOCIATION

AN AFFILIATE OF
THE NATIONAL ASSOCIATION OF LEGAL ASSISTANTS

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September 30, 2008



THE PARALEGAL PRESS

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CONTACT INFORMATION

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Joan Wiley, ACP,
President
Mary Sedillo, CP,
Vice President
Connie Valentine,
Secretary
Molly Anthony,
Treasurer
Jennifer Smith, CLA,
NALA Liaison
Terri Cedro, CP,
Parliamentarian

Message from the President - Joan Wiley, ACP

Greetings to all. I am Joan Wiley, ACP and I am your Nevada Paralegal Association (NPA) President for 2008-2010. I am very pleased to have this opportunity to serve you during this term. I encourage all of the members to become involved in NPA by joining a committee that interests you. More information on the NPA Committees can be found on page 2.

NPA has a lot to offer its members and I hope each of you will take an active role in NPA. We have several new faces on the board and committees this year. Welcome! We are very excited about some of the plans that we have for the next two years which will be presented in future issues of *The Paralegal Press*.



NALA NEWS

From July 28 through August 2, 2008, I had the privilege of representing NPA at the annual convention for the National Association of Legal Assistants (NALA) in Oklahoma City.

CONGRATULATIONS TO PAT ALTSTATT

While at the OKC Convention, it was my honor and privilege to accept the 2008 Affiliates Award on behalf of Pat Altstatt, ACP, CBA past-president of NPA. Pat has given of her time, her experience and her knowledge to NPA and we are truly indebted to her. She has always been there



for us no matter what needed to be done. As a paralegal for many years, Pat is an exemplary example of someone who gives back to the profession. Please join with me in congratulating Pat on this achievement.

LEAP PROGRAM

Last year, at the NALA convention in New Orleans, I was selected as one of the 14 inaugural members of the new Leadership Enhancement and Preparation (LEAP) program which culminated at the convention in Oklahoma City. More information on the LEAP program will be presented in future issues. The 14 members of the LEAP class were divided into five groups and each group presented a program at the convention on a variety of topics dealing with leadership, the formation and organization of NALA, and related topics.

(Continued on Page 2)

I worked with Amy Jo Anderson, CP, from Wichita, Kansas, and Mona Tucker, CP, from Dangerfield, Texas, to prepare a presentation on a new Amendment to the By-laws to change the method of how the directors of the nine Regions are elected. Now, if you are anything like me, at first glance, a presentation on amending the Bylaws could be extraordinarily dull. So, to capture and keep the audience's attention, we wrote our presentation in a Dr. Seuss format. It was a great success—and the amendment passed. It was truly a pleasure to be part of the LEAP Program and I hope others from the Las Vegas valley will also apply for this program in the years to come. - Joan Wiley ACP

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COMMITTEES

NEW COMMITTEE CHAIRS FOR 2008-2009

- PR Chair - Terri Cedro, CP
- Pro Bono/Community Service – Irene Belcher
- Scholarship/Mentoring Committee/Student Liaison –
 - Chair: Lissa Treadway, ACP, CBA
 - CSN Liaison: Lynnda Carmin, CP
 - UNLV Liaison: Ismail Zehri
- Membership – Mary Sedillo
- Education – Pat Altstatt, ACP, CBA
- Website - Tracy Torres, CP
- Newsletter - Joan Wiley, ACP

If you would like to support NPA and work with any of the committees, please feel free to contact any of the committees chairs.

See page 7 for the Report from the Student Liaison

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THE ADVERTISING AND EDITORIAL DEADLINE IS THE 5TH DAY OF THE MONTH OF PUBLICATION.

PUBLICATION DATES:

- March 31
- June 30
- September 30
- December 31

DEADLINE FOR ADVERTISING AND ARTICLES:

- March 5
- June 5
- September 5
- December 5

Articles and News items should be directed to Joan Wiley at jwiley@nevadafirm.com.

Inquiries about advertising placement, applications, membership materials and address changes should be directed to Joan Wiley at jwiley@nevadafirm.com.

Articles will be published as space permits. The Newsletter Committee reserves approval and edit rights on any article submitted.

The Nevada Paralegal Association is a non-profit corporation within the meaning of section 501(c)(6) of the Internal Revenue Code. Membership dues and donations to NPA are not tax deductible as charitable gifts, but may be deductible as related business expenses. NPA suggests that you consult with your tax advisor in this regard.

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CALENDAR OF EVENTS

CHECK THE NEXT
ISSUE OF *THE
PARALEGAL
PRESS* FOR
APPLICATION
INFORMATION
ON THE
SUSAN WEST
MEMORIAL
SCHOLARSHIP

*“Always bear in
mind that your
own resolution
to succeed is
more important
than any other.”*

- Abraham Lincoln

Do you have an idea for
a speaker or a topic for
the monthly meetings?
Then, LET US KNOW.

Please contact the NPA
education chair,
Pat Altstatt at
paltstatt@nevadafirm.com

1st Wednesday of every month
except July @ 6:00 p.m.

Board Meetings

Shea & Carlyon, Ltd.
700 E. Bridger, #850

3rd Wednesday of the month
(unless otherwise specifically
noted) @ 6:00 p.m.

General Meetings

UNLV Paradise Campus
851 E. Tropicana, Room 123
UNLESS OTHERWISE NOTED

(NOTE: the room is subject to change with little notice,
but will be posted on the door.) You may park any-
where other than the handicapped spaces (unless you
can legally park in a handicapped space) or spaces
marked for Security. Metered parking is not checked
after 5 pm.

October 14, 2008
**NOTE MEETING DATE AND
LOCATION CHANGE**

Annual Paralegal Day Luncheon
Hennessey's Tavern 11:30 a.m. to 1 p.m.
Featured Speaker: Chief Justice Mark A. Gibbons
See Page 8 for further information on this event

October—November, 2008

CLA Study Groups
Check the website at www.nevadaparalegal.org for
further information

November 19, 2008

Peter Bernhard, Esq.
Nevada Gaming Commission

December 5 & 6, 2008

CLA Exam

December 10, 2008
**NOTE MEETING LOCATION
AND DATE CHANGE**

ANNUAL HOLIDAY PARTY
LOCATION TBD

January 15, 2009

**Deadline for Filing application to take CLA Exam in
March. Extension can be filed up to January 13th with
extra \$25.00 late filing fee**

January 21, 2009

Pro Bono/Community Service
CASA Representative and Clark County Legal Aid

February 18, 2009

Rebecca Miller, Esq.
Family Law

March 18, 2009

TBD

March 20 & 21, 2009

CLA Exam

MISSION: In part NPA's mission is to promote excellence, education, ethical conduct and the enhancement of the paralegal profession. NPA continually works hard to raise its professional standards, and continues to raise educational standards for voting members.



MEMBER RESPONSIBILITIES

A few months ago, I was told by a member that she had no reason to be a member of NPA because we had nothing to offer her and the only thing we were good for was taking her money. I was offended, distressed, and saddened by this remark. As an officer and board member, I wondered what were we doing wrong? Why weren't we giving this member what she needed? Then I realized that we were not providing what she needed because she was not involved enough to tell us. I told her that she was right. If she believed that the only thing we were good for was to take her money, then she was right. If she was unwilling to get involved, to come to the meetings, to participate in any way, then she was right.

The officers and directors of NPA are here to serve the educational and networking needs of our members, but if the members do not tell us what they need, we cannot help.

NPA is a service organization. It was created to serve the educational needs of its members. At the NALA convention, I heard more than once that the officers and directors of NALA are serving at the pleasure of the members. The officers and directors are our servants. That also holds true for the local affiliate level also. We, the officers and directors for NPA are your educational needs servants. You, the members, are why this organization exists.

Everyone talks about the rights of the members and the benefits that the members receive, but no one talks about the responsibilities of the members. I have found that I get more out of any relationship if I am willing to put in some time and effort. No relationship, personal or professional, can be sustained if both parties are not willing to be involved.

How many times have you heard someone's pent up grievance and responded with "I never

knew, you should have told me." The response inevitably is, "You never asked."

So, now I am asking. I make this challenge to you, the members: tell us what you need. What educational programs can we organize for you? What benefits would you like to have? Professionally, where do you want to be in a year from now? Five years? How can NPA help you get there?

Please feel free to contact any of the officers and directors of NPA with any comments, requests, concerns, or questions.

The officers and directors look forward to a long and mutually beneficial relationship between NPA and its members.

-Joan Wiley, ACP
President

**WORDS TO LIVE BY
COWBOY CODE OF
ETHICS:**

**Live each day with
courage.
Take pride in your
work.
Always finish what
you start.
Do what has to be
done.
Be tough but fair.
When you make a
promise, keep it.
Ride for the Brand.
Talk less and say
more.
Remember some
things aren't for
sale.
Know where to
draw the line.**

- Chuck Schroeder, executive director of Oklahoma City's National Cowboy & Western Heritage Museum and Opening Speaker at NALA 2008 Convention

NALA NOTES

2008 NALA OFFICERS and DIRECTORS

Pursuant to the NALA Bylaws, the President of NALA is elected by the Board of Directors. This year, Linda Wolf, ACP was elected NALA President by the NALA Board of Directors at their March, 2008 meeting. Linda is the first person from Texas to be elected President of NALA.

On August 1st, the new officers for NALA were elected as follows:

First Vice President:

Karen Greer-McGee, ACP

Second Vice President:

Sharon A. Werner, ACP

Secretary:

Ann Atkinson, ACP

Treasurer:

Kelly A. LeGrave, ACP

Directors for Regions I, V, VI, VII, VIII and IX were also elected. We are very pleased to let you know that Joan Wiley, ACP was elected as the Region IX Director. Region IX covers Nevada, California and Hawaii. This is the first time in the 33 year history of NALA, that a member from Nevada has been elected to a national office. We hope this starts a long line of Nevadans who will work with the national organization.



PARALEGAL DAY LUNCHEON OCTOBER 14 ,2008 SPONSORED BY:



“Success is not final, failure is not fatal; it is the courage to continue that counts.”

-Winston Churchill

WHAT'S YOUR FAVORITE WEBSITE?

THE PARALEGAL MENTOR

On April 23, 2008, Vicki Voisin, ACP, past president of NALA, launched her new website, *The Paralegal Mentor* at www.paralegalmentor.com. In conjunction with the website, Ms. Voisin launched an ezine, *Strategies for Paralegals Seeking Excellence*, which is published every other Thursday. Provided in the ezine, among other things, are informative articles, links to important issues regarding the paralegal profession, and a listing of teleseminars. If you wish to receive your *free* subscription to

the ezine, log onto the website and enter your name and e-mail. A link to past issues of the ezine has also been provided on the website. We will also be reprinting some of Vicki's past articles in future issues.

JUST FOR FUN: DESPAIR.COM

We've all seen those beautiful photographs with inspirational/motivational sayings, but for those of us with a slightly darker side, try www.despair.com.

Check out the website and click on "demotivators (by name)."

WHAT'S YOUR FAVORITE WEBSITE?

PLEASE SEND AN E-MAIL WITH A LINK TO: jwiley@nevadafirm.com

The Newsletter Editorial Board will review and possibly include it in a future issue

I bet that Halloween in a nudist colony is really dull.

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ASK A PARALEGAL

As a regular feature, please send us your questions and we will try to answer to the best of our abilities. The featured question in the next issue will be: "What is the difference between an affidavit, a declaration and a verification?"

What skills do I need to be a successful paralegal?

According to the 1998 ABA Utilization of Legal Assistants Among Private Practitioners Survey, the top four most important skills for paralegals are:

1. Organization.
2. Effective in-person and written communication skills including good grammar and a good vocabulary.
3. Effective Interpersonal Skills (ability to communicate, empathize, and interact with individuals with diverse backgrounds and education).
4. Computer Skills.

Additionally, analytical skills, interviewing and investigating skills are also extremely important.

The personality traits commonly found among successful paralegals include:

- Common sense and good judgment
- Assertiveness
- Patience
- Diplomacy
- Perseverance
- Self-motivation
- Confidence
- Strong sense of ethics

Send your questions to: jwiley@nevadafirm.com. Feel free to ask anything (although the editorial board does reserve the right not to answer).

STUDENT LIAISON NOTES

On May 9, 2008, Lissa Treadway, ACP, CBA, Joan Wiley, ACP, and Lynnda Carmine, CP had the privilege of speaking to a group of the students in the College of Southern Nevada (CSN) Paralegal Program about NPA and NALA. Dr. Patrick Lindemann invited NPA and we truly appreciated the opportunity to speak with the students. The students were eager to learn more about both NPA and NALA. We look forward to seeing the students at our monthly meetings.

Lissa Treadway, ACP, CBA is the current chair of the Student Liaison committee; Lynnda Carmine, CP is the Student Liaison to CSN; and Ismail Zehri is the Student Liaison to UNLV Paralegal program.

NPA has begun a student mentoring program with students at CSN and UNLV. If you are a regular member who would like to mentor a student, or a student looking for a mentor, please contact: Lissa Treadway, ACP, CBA: ltreadway@sheacarlyon.com

PARALEGAL DAY LUNCHEON OCTOBER 14 ,2008 SPONSORED BY:





NEVADA PARALEGAL ASSOCIATION

Requests your presence at the

2008 PARALEGAL DAY LUNCHEON TUESDAY, OCTOBER 14, 2008

HENNESSEY'S TAVERN

425 E. Fremont Street
11:30 A.M. TO 1 P.M.



Our speaker will be:

Chief Justice Mark A. Gibbons
Nevada Supreme Court



**Prizes, Raffles, Food, Friends, Goodies,
and a couple of SURPRISES!**

Parking is available in the big red parking garage.
Parking will be validated at Hennessey's
Entrance to the garage is on Fourth Street.

****SPACE IS LIMITED, SO PLEASE SEND IN YOUR RESERVATION EARLY****

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Members: \$5.00

Non-Members: \$10.00

Please send check with RSVP to:

NPA - Luncheon
P.O. Box 12003
Las Vegas, NV 89112

11:30 - 11:50 Check-in, Buffet begins

11:50 - Welcome and Introductions

12:05 - Speaker Chief Justice

12:50 - Raffle

1:00 - Sorry, back to work

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